**Yorkshire Housing Role Profile**

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| **Job title:** | Purchase to Pay Data Administrator | **Leader of others:** | No |
| **Reports to:** | Admin Team Leader | **Contract type:** | Agile Homeworking |
| **Business Area** | Finance (Purchase to Pay Team) | **Budget holder?** | No |

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| **Job purpose** |
| This role is providing a wide range of vital administrative support. This will include tasks dealing with processing of invoices for council tax, void utilities, services charges and ground rent as well as providing a centralized ordering function for the business.  The post holder needs to be adaptable and flexible as the team will be in the heart of ‘engine room’ of the directorate dealing with ad-hoc tasks, often relating to the housekeeping of financial information. |

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| **Key responsibilities** |
| * Coordinate the administration and processing of documents relating to bills for council tax, void utilities, service charges and ground rents among others * Deliver an administration service and provide a centralized ordering function for the organization through a Purchase to Pay system. * Provide a central ordering function through the raising of orders to accurate coding, coordinating invoice queries and working with external suppliers. * Support financial housekeeping and system housekeeping to ensure accurate reporting and records management. * Support the implementation of service improvements and projects, providing effective administration, preparation and post-implementation support for operational change. * Assist in the provision of information monitoring, reporting and evaluation. * Actively support and ensure compliance with regulatory and statutory requirements, including GDPR information management requirements. * Communicate effectively to work through supplier queries and disputes |

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| **What you’ll bring to the role** |
| **The main things:** |
| * Proven ability to work methodically, follow agreed procedures and accurately record data and information. * Experience of data entry, records management and a logical approach to problem solving. * Previous experience of using a Purchase to Pay system * Ability to understand and deal with financial information. * Able to adapt, being flexible to a changing and varied workload, whilst maintaining high standards of concentration for routine tasks. * Comprehensive IT experience especially in MS products. At least intermediate level Excel. * Excellent numeracy, literacy and communication skills, with intermediate level skills in Excel that provides confidence to manipulate data. * Good time management skills, with the ability to prioritise, manage your own workload and to meet deadlines. * Ability to communicate effectively and network with people, providing clear information and building effective working relationships. * Able to work to SLA and KPI targets, internal policies, procedures and service development initiatives. |
| **It would be a bonus if you have:** |
| * Experience of using Orchard or Microsoft Dynamics * Experience of working in Social Housing. * Experience of administrative systems, including purchase to pay or the coding of invoices. * Experience of working a central team supporting agile services. Experience of working in change management or project scenarios. |
| **Our values:** |
| Our values describe what matters most to us, and what our colleagues should expect from each other. We’re all expected to show how we support and live up to these values in our work.  **Create trust** • Do the right thing, not the easy thing • Be honest and open • Do what you say.  **Be curious** • Think differently • Ask questions • Keep learning.  **Make it happen** • Own it • Do it • Be empowered.  **Achieve impact** • Do things that matter • Deliver results • Show pride and passion.  **Have fun** • Enjoy work • Be yourself • Stay connected.  We want colleagues to feel free to be themselves - so we’re all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you’d expect, we’re responsible for our own health and safety, following our policies and doing any training needed for our roles. |